



UNITED STATES MARINE CORPS

MARINE CORPS AIR BASES WESTERN AREA MIRAMAR
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ABO 11011.2C

G-4

6 DEC 1999

AIR BASES ORDER 11011.2C

From: Commander
To: Distribution List

Subj: REQUIREMENT FOR FACILITY USE LICENSE

Ref: (a) NAVFAC P-3, Real Estate Procedural Manual
(NOTAL)
(b) WESTNAVFACENGCOMINST 11011.4A (NOTAL)

1. Purpose. To establish procedures for processing requests for the use of real property at Marine Corps Air Station (MCAS) Miramar, MCAS Camp Pendleton and MCAS Yuma by outside activities, organizations, and public or private bodies not established as permanent tenants of a Commander, Marine Corps Air Bases Western Area (MCABWA) Command. This Order is not applicable to leases, easements, or other long term uses.

2. Cancellation. ABO 11011.2B

3. Background. References (a) and (b) prescribe requirements for licensing the use of real property controlled by the Department of the Navy. "Real Property" is described as "all land and buildings, fixed improvements, utilities or other permanent additions to land and includes related personal property." A "license" is described as "an authorization, revocable at will, to an individual, an organization, a corporation, a state or local governmental authority, or another Federal Agency, to sue, for specific purposes without conferring any possessory interest, real property controlled by the Department of the Navy." Under authority from the Secretary of the Navy, Command (NAVFAC) Engineering Field Divisions (EFD) can delegate their authority to issue, amend, administer, and terminate licenses to commanding officers/officers in charge of Navy and Marine Corps activities, provided the effective period does not exceed 1 year and does not involve any cash payment other than reimbursement for utilities and/or services provided to the licensee by the Government. The license includes specific insurance requirements and general provisions describing the licensee's responsibilities and limiting the Government's liability.

4. Policy

a. It is the policy of this Command to support reasonable requests for temporary use of station property by other public agencies such as federal and state governmental agencies and local police and fire departments, and by non-profit patriotic and civic organizations, particularly those with a traditional or history of association with the Marine Corps, to the extent that such uses do not interfere with the orderly performance of our military mission. Reference (c), public affairs guidance will be the basis for determining eligibility of organizations requesting use of facilities.

b. A facilities license is required by any organization which is not assigned to or established as a permanent tenant of a MCABWA command. A license is required in all cases, even when the period of use is as little as 1 day. No commitment, or appearance of commitment, shall be given to a requesting party without Command approval.

c. The use of MCABWA real property under licenses is authorized only when all the following conditions exist.

(1) The proposed use has been reviewed to ensure that it will not interfere with Navy or Marine Corps use of the property.

(2) The proposed use is of such a nature that revocation can be readily effected.

(3) The proposed use will be of benefit to the Marine Corps, or otherwise will be in the public interest, such as; (a) to aid or support a mission of the Marine Corps; (b) in furtherance of a federal program or a program of a state or political subdivision thereof; (c) when licensee is a recognized charitable, civic, or educational organization.

d. As a general rule, facilities licenses will not be issued for a private profit-making or commercial enterprise. When the Commanding General/Officer of an air station determines that a particular commercial use should be permitted because of specific public or community benefit, payment for the license will be required. A cost-basis license will be approved locally and then forwarded to the Real Estate Division at Southwest

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Division, Naval Facilities Engineering Command (SWDIB) for processing and issuance.

e. Licenses prepared by local commands normally take from 2 to 4 weeks to process, after use is approved. Licenses requiring Naval Facilities, Engineering Field Division processing can take from 60 to 90 days. Responses to requests for use should indicate those time requirements.

5. Action. To obtain Command approval, the following procedures shall be followed:

a. All requests for use of real property at MCAS's Miramar and Camp Pendleton will be forwarded to the Assistant Chief of Staff G-4, Installations and Logistics (I&L), for further action if use involves less than 100 people. Use for over 100 people requires Commanding General approval. Joint Public Affairs Office will ensure that the proposed use is in compliance with current public affairs orders. If approved, public affairs will route to AC/S G-4 I&L for processing.

b. All requests for use of real property at MCAS Miramar will also be forwarded to the Public Works Department for processing.

(1) Counsel, MCABWA, will be consulted for guidance on liability insurance requirements and other legal considerations.

(2) The Community Plans and Liaisons Officer (CP&L), MCABWA, will be consulted for guidance on compliance with station encroachment control programs.

(3) The AC/S G-4, I&L MCABWA, will establish rates for use of messing and billeting facilities.

(4) The Public Works Officer, G-4 I&L Department, will prepare and maintain all licenses, documentation, and correspondence with requestor. If appropriate, will forward approval to South West Division (SWDIV) in accordance with reference (a).

b. All requests for use licenses at MCAS Yuma will be forwarded to the Management Assistant, at MCAS Yuma for processing. Requests for anything other than short term, no cost use will be forwarded via the chain of command to SWDIV.

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6. Concurrence. The Commanding General, 3d Marine Aircraft Wing and Commanding Officers, Marine Aircraft Group 46 and IMA Detachment concur in the provisions of this Order.


J. A. CAUGHLAN
Chief of Staff

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